

United States District Court District of Oregon Probation Office

JOHN M. BODDEN
CHIEF U.S. PROBATION OFFICER

ANDREA K. NEUMANN
DEPUTY CHIEF U.S. PROBATION OFFICER

HEADQUARTERS
MARK O. HATFIELD U.S. COURTHOUSE
1000 SW THIRD AVENUE, SUITE 340
PORTLAND, OR 97204
(503)326-8600; FAX (503)326-8700



20370 EMPIRE AVENUE, SUITE C-1
BEND, OR 97701
(541)385-4937; FAX (541)385-4939

WAYNE L. MORSE U.S. COURTHOUSE
405 E EIGHTH AVENUE, SUITE 1000
EUGENE, OR 97401
(541)431-4060; FAX (541)431-4069

JAMES A. REDDEN U.S. COURTHOUSE
310 W SIXTH STREET, ROOM 323
MEDFORD, OR 97501
(541)608-8780; FAX (541)608-8789

530 CENTER STREET, NE, ROOM 406
SALEM, OR 97301
(503)399-5715; FAX (503)399-5735

VACANCY ANNOUNCEMENT ORP-22-04

Position Title: **U.S. Probation Officer**
Current U.S. Probation Officers seeking transfer are encouraged to apply.

Term of Employment: Full Time, Permanent

Classification Level: Court Personnel System CL 25 – CL 28
Salary range \$48,785 - \$110,438, depending on experience, qualifications, and duty station. Promotion potential up to CL 28, at the discretion of the Chief U.S. Probation Officer, without further competition. Salary matching not guaranteed.

Duty Station: Portland, Oregon

Closing Date: Open Until Filled

THE POSITION

The United States Probation Office for the District of Oregon is accepting applications for United States Probation Officer to be stationed in Portland, Oregon. By statute, Probation Officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court. Officers may be assigned to presentence or supervision roles. Officers may guide the work of Probation Officer Assistants and other staff. More than one position may be filled with this announcement.

Representative Duties and Responsibilities:

The U.S. Probation Officer, under the general supervision of the Chief Probation Officer or Supervising Probation Officer, conducts investigations, makes recommendations to the Court for sentencing of individuals convicted of federal offenses, and supervises individuals who are sentenced to probation and/or released from federal/military prison.

In preparing reports for sentencing, the officer investigates the offense as well as the client's background. The preparation of these reports requires interviewing clients and their families, investigating the offense of conviction, prior record, and financial status of the client; other contacts may include, but are not limited to, the home and

neighborhood, law enforcement agencies, attorneys, victims of crimes, schools, and other civic and community agencies. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Following disclosure of the report, the officer analyzes any objections and determines an appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the Court. The officer serves as a resource to the Court to facilitate proper imposition of sentence.

The supervision officer encourages the rehabilitation of individuals under supervision (IUS) by monitoring their compliance with court-imposed conditions of supervision and implementing evidenced based supervision strategies. Supervision activities include, but are not limited to, assessing criminogenic needs, monitoring individuals in the community, investigating and reporting noncompliance, and encouraging a law-abiding lifestyle. The officer monitors the individual's employment, living circumstances, social networks, and thinking patterns. Additionally, the officer identifies addiction or mental health needs and makes appropriate treatment referrals. The officer engages the IUS at the residence, employment, and community; and collaborates with treatment providers, local law enforcement, community members and the Court to hold the IUS accountable for living a law-abiding lifestyle and complying with the conditions imposed by the Court. The officer reinforces positive change of the IUS and helps the IUS identify and remove obstacles that hinder success. When necessary, the officer notifies the Court of noncompliance and recommends appropriate sanctions or modifications to the conditions of supervision.

QUALIFICATIONS

Required Education:

All probation officer positions require completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

Minimum Qualifications:

To qualify for a starting salary in the CL-25 classification level the incumbent must have one year of specialized experience gained after completion of a bachelor's degree. Specialized experience is defined as progressively responsible experience, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigation experience, is not creditable;

or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
4. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;

or

Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

To qualify for a starting salary in the CL-27 classification level the incumbent must have two years of specialized experience or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

To qualify for a starting salary in the CL-28 classification level the incumbent must have two years of specialized experience.

Preferred Qualifications:

In addition to the minimum qualifications, preference will be given to candidates with any of the following:

- At least two years of specialized experience;
- Prior experience with cases involving location monitoring, mental health, substance abuse, and/or sex offenders; and/or
- A master's degree.

Candidates must also demonstrate:

- Ability to work under pressure with short deadlines while maintaining a positive and professional demeanor;
- Ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards;
- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement, and collateral agency personnel at different government levels, and community service providers;
- Ability to think through, analyze, and interpret written communications; and
- Strong organizational skills and attention to detail.

Medical Requirements:

The duties of probation officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities in the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

Maximum Entry Age:

First-time appointees to positions covered under the law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

APPLICATION PROCESS

To apply, submit the following:

1. [Federal Judicial Branch Application for Employment \(AO 78\)](#). This position requires a 5-year background investigation with 5-year periodic updates. Applicants must complete the Background Information questions 18, 19, and 20 on page 5 of the application;
2. Letter of Interest (Cover Letter);
3. Chronological Resume;
4. "Unofficial" University Transcripts;
5. Recent Performance Evaluation; and
6. List of 3 Professional References with contact phone number and email address.

Please submit application packet via email to hr2@ord.uscourts.gov in pdf form. All documentation should be combined into one pdf. Include the vacancy number and position title in the subject line of your email "**ORP-22-04 USPO**". Application forms are available on the District of Oregon website at <http://www.ord.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.**

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed. Verification of employment, education, and reference checks will be made prior to any offer of employment. The selectee for this position will be subject to a criminal background record check and consumer credit check before an employment offer is made.

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division for the District of Oregon at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Employees are required to disclose COVID-19 vaccination status and agree to local and national COVID-19 safety protocols and procedures.

CLICK THESE LINKS FOR FURTHER INFORMATION

- Learn more about the [U.S. District Court for the District of Oregon](#) and the [Probation Office](#)
- [Employee Benefits](#)
- [Conditions of Employment](#)

The United States Probation Office for the District of Oregon is an Equity Focused Employer.

We value diversity and are committed to equity and inclusion in our workplace. The District of Oregon encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, socio-economic circumstance, and any other status or characteristic protected under applicable federal law.